



HEADQUARTERS
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**CTWG STAFF CALL
MINUTES
16 August 2006**

Attendance:

WING COMMANDER
VICE COMMANDER
CHIEF OF STAFF
SR ADVISOR TO THE COMMANDER
STATE DIRECTOR
CTWG SAFETY OFFICER
IG
LEGAL OFFICER
AIRCRAFT MAINTENANCE OFFICER
ADMINISTRATIVE/PERSONNEL
DIRECTOR OF COMMUNICATIONS
ASSISTANT DIRECTOR OF COMMUNICATIONS
LICENSING OFFICER
GROUND OPERATIONS OFFICER
FLYING SAFETY OFFICER
DIRECTOR OF OPS/ES OFFICER
ASST. DIR. OF OPERATIONS
EMERGENCY SERVICES OFFICER ASSISTANT
WING TRAINING OFFICER
WING TRAINING OFFICER ASSISTANT
ASST WING TRAINING OFFICER
STAN/EVAL OFFICER
DIRECTOR OF AEROSPACE EDUCATION
SUPPLY/TRANSPORTATION/REAL EST. OFFICER
INFORMATION MANAGEMENT ASSISTANT
COUNTER NARCOTICS OFFICER
PUBLIC AFFAIRS OFFICERS
DIRECTOR OF CADET PROGRAMS
ASST DIR OF CADET PROGRAMS
DDR

COL. JENSEN
MAJ VALLEAU
LTC HUCHKO
COL PALMER
LTC ISABELLE (NP)
LTC STIDSEN
COL PAYNE (NP)
CAPT A. DI VINCENTIS (NP)
SM T. DURMAN (NP)
LT BAILEY
MAJ VALLEAU
CAPT C. KELLING
1LT CARTIER (NP)
LT SLEDGE
CAPT LE BOEUF (NP)
COL. STURGES
COL. HERBERT (NP)
LT CERITELLO
MAJ SHAPIRO (EX)
CAPT ROMANO (NP)
CAPT HOLLIS (NP)
CAPT DILL (NP)
LT EGAN (NP)
LTC BRIGNOLA (NP)
CAPT SCHINITIS
CAPT J. KELLING
SM B. BISSON
MAJ MARTEKA (EX)
1LT J. LESLIE
LT MC BRIDE (EX)

(REP) Representative, (NP) Not Present, (EX) Excused

Colonel Jensen called meeting to order at 1945L.

COLONEL JENSEN

- I hope you all got my email telling you what happened at the National Boards and what the upcoming policy changes will be.
- While I was away there was a very successful “O” flight day for Wing. We will be planning another “O” flight day probably in October. We will coordinate with the unit commanders so they will not plan another activity on that day.
- Our Vice Commander has ordered rockets for the squadrons and we will have a rocketry competition sometime in October.
- Region Conference will be in Sturbridge, MA on Veteran’s Day weekend. More to come on that.
- Connecticut is first for flying hours and MA is second.
- New Hampshire Conference – September 23-24– Nashua, NH
- Colonel Andrew was asking if we would be interested in a Day of Flying for NER.

MAJOR VALLEAU

- Had an extremely successful “O” flight day at Meriden Markham. They were very helpful for us. We had five planes and five pilots. We also had the glass cockpit there. Cadets had a grand time thanks to Colonel Sturges and Capt J. Kelling. Also want to thank the squadrons and cadets for coming out.
- Have ordered 156 rockets and 500 engines for the rocket program.
- I did go out to encampment and saw the operation out there. Cadets and seniors were having a great time.
- Valleau—New repeater up and running. More communication capabilities. The transition dates are pretty much set in concrete. The transition will start April 1. They are asking us all to complete the transition by September 30. We had a Commo sub committee meeting here two weeks ago. We feel that barring any major disasters we can be transitioned within the first week. Operations needs a meeting with communications to discuss how it is going to affect mission readiness especially if we have to go out of state. I will be spending time with the surrounding states to help them with the transition.
- Am writing an additional grant request for additional equipment and looking at the fact that OEM funding to give us \$15,000 for equipment. Everyone needs to be on board with this.
- We have to get all the squadrons and van equipment done for the transition. Hopefully within the next three months we will get equipment for them.

COLONEL PALMER

- We need people to help on the Conference Committee. If any of you have any ideas for seminars, guest speakers or if can teach, please get them to either myself or Lt Col Huchko. (Jensen: I will try to get Mary Feik as a guest speaker.)
- We need some new pictures to do the montage. If anyone took pictures at the “O” flight day, please give them to us. Please give any and all pictures you have to Capt Schinitis or Colonel Palmer.

LT COL HUCHKO

- If you forget your keys to our floor do not call security guards to let you into this floor. They are only there to let us in the building but not our floor.

- We are due for a fire drill soon. Make sure you sign in and out. The only exits to be used are the back door by cadet programs and the door by the elevator. Don't use the door by the soda machine. Don't use the elevator. I will be the last one out and I will take the log book. We will go down the stairs and meet at the stop sign and will take roll call. If the fire chief is here, he will stand there and listen to us take roll call. This is kind of important since the fire marshal does walk through our floor and look in different areas. He just comes in and walks around. He looked at the logbook and looked at who was here.
- I spoke with staff at the "O" flight day with different things. It sounded as if everyone had a good time. Congratulations on a well-spent day with "O" flights.
- We do not accept cash at Wing for accounting reasons and for your own personal protection. We only accept checks. We have done this for several years and it has worked out very well.
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LTC STIDSEN

- Safety reports are suffering because there have been no meeting in July and August. Will communicate with CV about who owes reports.
- Briefing on vacation time—problems with SUV's and bikes.
- Keep weight down
- Plan vacations in moderation
- Take medical information with you. Bring meds and prescriptions so you have them. In case you get stopped, make sure the meds are in their bottle with the information on it.

FO BISSON

- Had a conference call with the NER PAO. Good call. Received much information.
- Talked with Romano to list PAO up-coming events on the web site as well as articles to access.
- Working with squadrons to get PAO's to see if they need training or help.
- Doing Wing Newsletter. Last one done 1996.
- Checking into a fundraising activity with AT&T.
- I'm working with some of the access tv stations to see if we can get spots with them. I will be following up on these.
- My main focus will be working with the squadrons.
- Major Sawyer will be taking a flight with Capt Dill's squadron. It will be covered on the PAO side. If you give me enough advance notice I will be there to help you cover these things.

CAPT J. KELLING

- We received training mission numbers. Will try to get some training in. There are also mission training numbers for ground teams.
- We have CD qualified people. We have about ten. Several cards have expired. We normally have 21 between pilots and observers.

CAPT SCHINITIS

- Nothing to report

LT SLEDGE

- Nothing to report

LT LESLIE

- I attended the Honor Guard Academy. I was happy that I went.
- Cadet Ball will be October 28, 2006.
- CAC has not met since June so we will be picking our new CAC officers in September.
- Will also be working on a Drill Team from Connecticut. Will get this going then will get honor guard going.
- Historian-Need your historical report by the end-of-year so it can be sent to National.
- (Sturges: ROTC 's new commandant is a past CAP cadet and has offered to help us out with our drill team. I invited him to CC.)

COLONEL STURGES

- It takes about 3 hours to do a Form 18. Please add/subtract and make sure you check your totals. Some of them do not match and that's why it takes so long to complete the Form 18. It also does not help with balancing the monies. If the numbers are not right when input into the Form 18 on line, the computer tells us something is wrong and I need to go back and check all figures over again. Very time consuming.
- Major Shapiro has mission numbers until November. He has given to me. Let's fly.
- If you don't use the airplane, it will be moved.
- We have a lot of new pilots who need training.
- We were able to sign off cadets on Flight Line during down time.
- The airport was outstanding.
- They opened up an account for us so we didn't have to pay for the gas.
- Maintenance on our airplanes is costing a lot of money because we are getting them fixed right away so they could be flown.
- We're short on mission pilots. We have a lot of past mission pilots who are not current.
- Having a problem with MIMMS and Form 5's disappearing. Capt Romano is checking into this
- There is a course that needs to be taken by September 1. It is called OP SECS. It is on line. It only takes about 20 minutes. Everyone needs to take this. National will be able to monitor to see who has taken this course.
- I talked to National today. Even though the OP SECS courses needs to be done by September 1, National will accept it being taken after this date. It is not a test; it's just a certification that you agree to watch how you discuss things in CAP.

LT BAILEY

- Nothing to report

LT BAFUMA

- Is a registered nurse with a Master's Degree and will be coming on board as a Nurse Officer at Wing. He likes paperwork.

MAJOR FLYNN

- Encampment went very well and was very enjoyable. Thanks to all the cadets and seniors.
- Presented a Certificate of Appreciation to both Colonel Palmer and Captain Schinitis for setting up the communications base for encampment.

CAPTAIN C. KELLING

- Homeland Equipment coming in and being set to give out soon.
- B-cut course to be revised for training
- Mission operation course may come soon.
- Radios—more inter-squad small radios to be sent out in pairs to squadron. More radios will also be coming.
- Old equipment will be coming out of the vans.
- Have some new alphas.
- Will be pulling the rest of equipment from the vans.
- B17 Liberty Bell will be at Brainard. You can see it or can take a flight in it.

MAJOR OESTREICHER

- Gave a Power Point presentation on National Staff College.

Meeting adjourned at 2115L. Dismissed

Respectfully submitted,

//signed//

Cassandra Huchko, LTC, CAP
CTWG CS/DP